

Nationwide Announcement is made of the following Active Guard Reserve (AGR) Position in the Nevada Air National Guard

Announcement Number:	15-024
Date of announcement:	18 February 2015
Closing Date:	18 March 2015 (All applications must be received before 1600 on the closing date in the Human Resources Office, not postmarked by closing date.)
Start Date No Later Than:	N/A
Position Description:	Knowledge Management #0993673
Duty Location:	Reno, NV
Unit:	152 Communications Flight
Area of Consideration:	Nationwide*; All eligible for membership in the Nevada Air National Guard
Grade:	Enlisted, Min E-5/SSgt-Max-E-7/MSgt
AFSC:	3D0X1Preferred but not required. Must be eligible to become 3D0X1 qualified. Failure to complete 3D0X1 course will result in termination of AGR tour. (see AFSC requirements below)
Salary:	Full military pay and allowances depending on rank and longevity
Initial Tour Length:	3 years
Human Resources Point of Contact:	1SG Anderson (775) 887-7391/DSN 530-7391 troy.h.anderson.mil@mail.mil
Unit Point of Contact:	SMSgt Steven Graham (775) 788-4792/DSN 830-4792 steven.graham.1@ang.af.mil
NOTE: *Nationwide means: All eligible for membership in the Nevada Air National Guard, AGR's, Technicians, Active Duty or Traditional Members of the National Guard and Reserve may apply.	

HOW TO APPLY:

INTERESTED APPLICANTS MUST FORWARD THIS CHECKLIST WITH THE FOLLOWING DOCUMENTATION IN ORDER, NO BINDERS OR STAPLES PLEASE!

1. Initial NGB Form 34-1, dated 20131111, must be complete with original signature (Available on NGB Forms) http://www.ngbpdc.ngb.army.mil/forms/ngbf34_1.htm
2. Initial Physical:
 - **AF Form 422**, Physical Profile Serial Report, (Current within 12 Months)
 - **AF Form 1042**, (Only required if announcement requires applicant to be on Flight status)
 - Medical documents which indicates a Permanent Profile higher than a “1” in any of the PULHES fields of the physical (if applicable). Medical documents for any Temporary Profiles. Selected applicant will have to fill out a DD FORM 2870, AUTHORIZATION FOR DISCLOSURE OF MEDICAL OR DENTAL INFORMATION before start date.
3. Initial All DD Form 214 (s), NGB Form 22 (s), and DD Form 215(s) covering any active duty period. **DD 214 copy must include bottom portion that identifies Separation Code. DD 214 Member 4 will have Separation Code.**
4. Initial Current AF Form 526 Retirement Point Credit Record (Guard/Reserve members only).
5. Initial Current RIP Sheet within the last 30 days (RIP must show your ASVAB scores and awarded AFSCs).
6. Initial Air Force Fitness Management System (AFFMS) printout showing a score of at least 75%.
7. Initial A memo from Security Manager showing current clearance. Must currently hold a Secret Security Clearance.
8. Initial Resume and any supporting documentation to reflect experience, training for the advertised position to include civilian degrees, and letters of recommendation.
9. Initial Last five EPRs/OPRs (if applicable). Submit a memo to the President of the Board, explaining reason(s) for any missing or not requiring of EPR/OPRs.
10. Initial Photograph:
 - Official Military Photo in Dress uniform without headgear preferred (Home Photo is acceptable). Photo in Airman Battle Uniform accepted if Service member does not have dress uniform. If not available submit memo to President of the Board explaining why you do not have a dress uniform photo (if applicable).
11. Initial Copy of Air Force Certificates of Training, to include highest PME completed, documenting military education appropriate to branch/AFSC which qualified.

12. Initial Applicants email address: _____
(Applicants will be contacted by email or phone for interviews)

Applications without all required supporting documents will not be considered and will not be returned. Applications received after 1600 on the closing date will not be considered and will not be returned.

US Government postage and envelopes may not be used for submitting applications. Qualified applicants will be contacted for interviews. The Board President or Human Resource Office will contact all applicants to notify them of recommendation or non-recommendation either by phone or by memorandum. If there are three or less applicants a formal board may not be held.

Submit applications to:

Nevada Military Department

ATTN: HRO AGR Branch NGNV-HR-AG

2460 Fairview Drive, Carson City Nevada 89701-5502

All applications must be received in HRO office before 1600 on the closing date of this announcement, not postmarked by closing date. If applying for multiple job announcements you must fill out a complete packet for each announcement.

PRIMARY DUTIES AND RESPONSIBILITIES:

Major duties: Implement and manage the Air Force Records Management Program for the Wing. Provide customer direction with guidance published in AF, State, NGB, and Federal Records. Manage the base record staging area to ensure stored records are disposed of or transferred to the Federal Records Center (FRC) at the appropriate time.

Manages Wing/Base Freedom of Information Act (FOIA) and Privacy Act (PA) Programs. Provides guidance and training concerning information privacy, confidentiality, security, disclosure and sharing of information collected regardless of media.

Serves as Wing/Base Webmaster for all internet and intranet pages, including SharePoint, the AF Portal and Communities of Practice (CoPs).

AFSC QUALIFICATION REQUIREMENTS:

3D0X1 3D, 3A or 3S Preferred but not required. Must be able to become 3D0X1 qualified. Failure to complete 3D0X1 course will result in the termination of AGR tour.

Mandatory AFSC Entry Requirements:

- Aptitude: General 64
- Demonstrated Weight lift of 40 lbs
- PULHES 333233

ADDITIONAL REQUIREMENTS:

Knowledge. Knowledge is mandatory of: planning and coordinating the complete life-cycle of organizational data and information assets, including enterprise information management, technologies, information security, and knowledge operations.

Education. For entry into this specialty, completion of high school is mandatory. Additional courses in business, mathematics, computer science, and information systems are desirable.

Training. For award of AFSC 3D031, completion of Knowledge Management initial skills course is mandatory. Experience. The following experience is mandatory for award of the AFSC indicated:

3D051. Qualification in and possession of AFSC 3D031. Experience or knowledge of collaboration/web service applications; information architectures; records management; and knowledge management principles.

3D071. Qualification in and possession of AFSC 3D051. Experience performing or supervising knowledge management planning functions such as applying knowledge management principles, solutions, and technologies to improve the effectiveness and efficiency of Air Force organizations.

Other. The following are mandatory as indicated:

See attachment 4 for additional entry requirements.

For award and retention of these AFSCs, must maintain an Air Force Network License according to AFI 33-115, Vol

MINIMUM ELIGIBILITY CRITERIA:

To be accessed in the AGR program, an individual must not have been previously separated for cause from active duty or a previous Reserve Component AGR tour. Members selected for AGR tours must meet the physical qualifications outlined in AFI 48-123. Must not be under a current suspension of favorable personnel actions. Enlisted applicants who are over grade may apply, but must indicate in writing a willingness to be administratively reduced in grade when assigned to the position. Officer applicants cannot be reduced in grade to accept an AGR position. Officer applicants may not enter the AGR program in an overgrade status. The initial tour length is three years. Failure to become AFSC qualified within the specified period is grounds for mandatory involuntary separation from the AGR program. Must have sufficient time remaining (ETS) (MRD) to permit completion of tour of duty. Subsequent tour(s) will be based on authorized force structure in effect. PCS funds have been authorized if in the best interest of the government. See ANGI 36-101 for AGR accession requirements.

THE NEVADA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation. Due to restrictions in assignment to certain units some positions may have gender restrictions.